



ACROBAT ICONS AND DESCRIPTIONS

Links. Links are indicated by the blue text. Clicking on the blue text will jump to that document. The blue MoDOT symbols at the top of each section return to that sections table of contents. The black MoDOT symbol on the start up screen exits Acrobat.



Page Button. This is the primary view.



Bookmarks and Page Button. The on-line manual does not currently have any bookmarks created.



Thumbnails and Page Button. This can be a useful view for large documents. Once you select this button, a split screen view will show up. The right portion of the screen will be the document you have opened. On the left portion of the screen will be thumbnails buttons of the document. By clicking on any part of a thumbnail button will automatically take you to that area in the document. To close the thumbnail view, click once on the Page Button.



The Hand Tool Button. When using this mode, the user can left click on the open document, and while holding down the left mouse button, drag the page view up and down (and left or right if in a view requiring left/right scrolling).



The Zoom-in Tool Button. When selected, the zoom-in button allows the user to zoom-in on an area in the open document. To use, select the zoom-in button. The normal hand cursor will turn into a magnifying glass with a + in the center (as it appears in the icon at left). Place the magnifying glass cursor on the area you wish to zoom-in on and click once. To zoom-in further, click again. To zoom-out, click the Go Back button (see below). To exit the zoom-in view, click once on the Hand Tool button.



Text Selection Tool Button. This button allows the user to drag to select text to copy into another application. Once the text area you want to copy is highlighted, select Edit > Copy to copy to the clipboard. To deselect highlighted text, click once anywhere in the document outside the highlighted area. To exit the text selection view, click once on the Hand Tool button.



First Page Button. This button allows the user to jump to the top of the first page. For instance, if you are in the middle, or end, of a document and want to go back to the table of contents, a quick method is to select the First Page button (which will take you quickly to the top of the page) and click on the MoDOT logo.



Previous Page Button. By selecting this button, the user is taken backwards to the previous page. Selecting again takes you to the page before that, etc.



Next Page Button. If you've used the Previous Page button once, or a number of times, and you would like to go forward, select the Next Page button to take yourself forward in the document.



Last Page Button. This button will take the user to the very bottom of the document.



Previous View Button. Selecting this button will take the user to the previous view (not to be confused with the Previous Page button).



Next View Button. If you've used the Previous View once, or a number of times, use the Next View button to go forward in the document.



Document Set to 100% Zoom Button. When selected, the document is scaled to 100% zoom and fit in window. If you are viewing a document in portrait view, the entire document will not fit within the window. Landscape documents will fit within the window.



Document Entirely Fit in Window Button. Regardless of the document orientation (portrait or landscape), the document is scaled to fit entirely within the window. Landscape documents can be read quite easily in this view. However, when a portrait document is rescaled to fit entirely within the window, it is too small to be able to read (unless you have a LARGE monitor).



Document is Fit Width Fit in Window Button. This button scales the document to fit the width of the document across the width of the window. For portrait documents, only about one-half of the document page will be visible in the window. Landscape documents will appear almost in their entirety in this view.



Find Dialog Button. Use this button to find a word, words or phrases in the opened document. **BE ADVISED:** this button will NOT find the words in other documents which are not opened (see the Search Dialog button below). Upon selecting this button, a dialog box will appear. Use this box to input the word, words or phrases you wish to find.



Search Dialog Button. Use this button to search for a word, words or phrases in all Materials Division on-line documents. Upon selecting this button, a dialog box will appear. Use this box to input the word, words or phrases you want to search the entire manual for. Unfortunately, Acrobat does not recognize Microstation produced figures, so you will not be able to search these documents.



Search Results Dialog Button. This button can only be used once a search has been conducted. By selecting this icon, a dialog box will appear (the same dialog box that appears after performing a search). In this dialog box, you can select documents which Acrobat has determined contains the word, words or phrases you searched for. Once selecting a document to view, the Search Results Dialog box disappears. This icon is a quick way to bring the results list back on top.



Search Previous Button. This button is for use after the user has conducted a search and is viewing documents returned in the Search Results box. Select this button to go to the previous location of a word, words or phrases which were found by the search.



Search Next Button. This button is for use after the user has conducted a search and is viewing documents returned in the Search Results box. Select this button to go to the next location of a word, words or phrases which were found by the search.

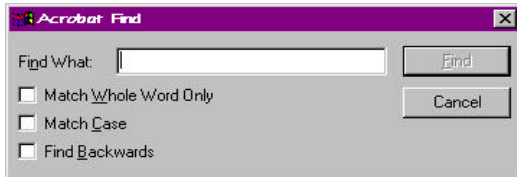
SEARCHING THE ON-LINE DOCUMENTS



1. Load the on-line manual.



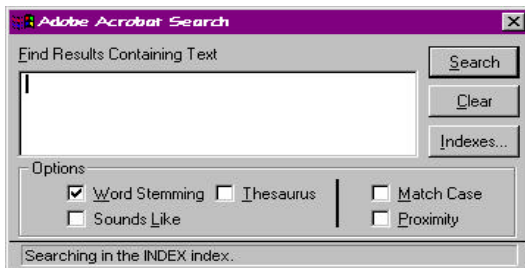
2. To **find** the location of a word, or words, in the current file open, click on the Find icon (left). This **WILL NOT** search for the location of the word(s) in the whole manual, just the currently opened document.



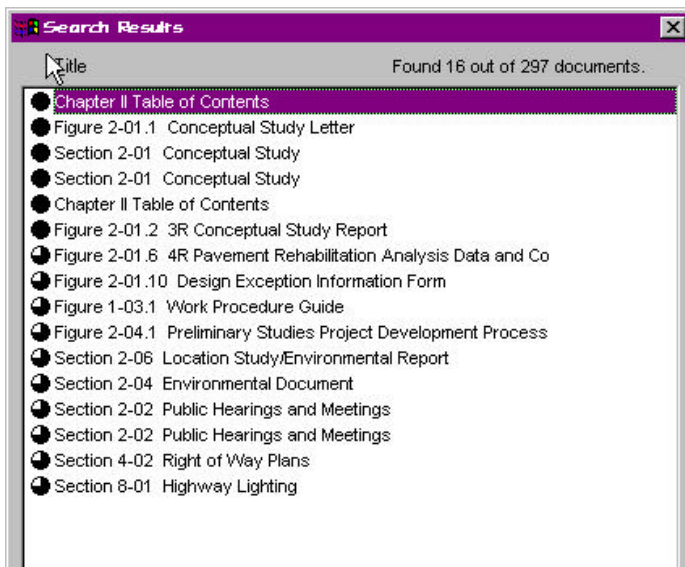
3. After selecting the Find icon, the Acrobat Find dialog box (left) will appear. Type the word(s) you want to find and select Find.



4. To **search** for a word, or words, click the Search icon (left). This **WILL** search for the location of the word in the whole manual.



5. After selecting the Search icon, the Adobe Acrobat Search dialog box (left) will appear. Type the word(s) you want to search for and select Search.



6. Acrobat will search all the files of the on-line document and return the Search Results box (left) with the titles of all the Sections, Figures, etc., where the word(s) you searched for appeared. To view the location(s) of the word(s) in a section, figure, etc., double click on the title. Acrobat will open the file and highlight each location of the word(s) searched for.



7. Use the Search Results icon (left) to bring up the Search Results box (see the figure in 6) to redisplay the list.

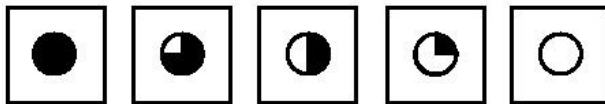


8. Use the Search Next icon (left) to continue searching for the word(s) in the documents contained in the Search Results box (see the figure in 6).



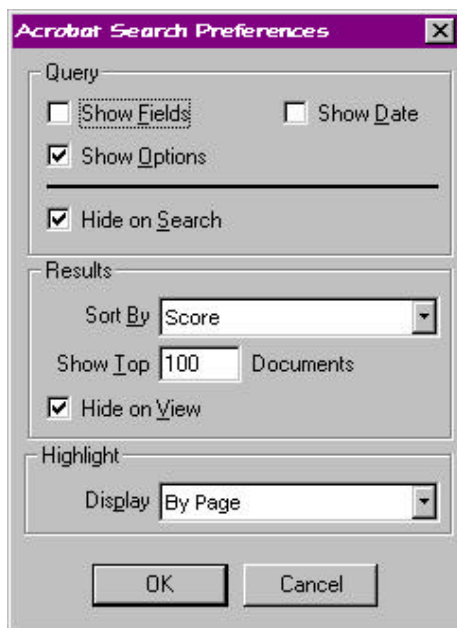
9. Use the Search Previous icon (left) to continue searching for the word(s) in the documents contained in the Search Results box (see the figure in 6).

Other Searching Information



From left (full circle) to right (empty circle), they rank documents from highest to lowest likelihood of containing relevant information.

1. After conducting a search, the Search Results box contains a list of all the documents found. To the left of each document is an icon (left) which relatively ranks the results of your search.



2. Under File/Preferences/Search is a dialog box titled Acrobat Search Preferences (left). You can modify your search results to display as you choose.